

**Transportation Management Center Pooled Fund Study**  
**Member Quarterly Conference Call**  
**January 27, 2004**

**Minutes**

**1. Introductions and Review of Agenda**

Robert Copp of Caltrans and Nick Thompson of Minnesota DOT co-chaired this meeting. The agenda was reviewed.

**2. Membership Status**

Membership Status

- TMC PFS currently consists of 26 agencies and FHWA.
- Tom Granda of FHWA welcomed the new technical representatives.
- John Bassett is the lead technical contact for New York State DOT.
- Lisa Vieth is the lead technical contact for the Missouri DOT.

Process and Schedule for Membership Solicitation

- A solicitation notice and supporting materials will be sent to member agencies as well as outside interests in February.
- FHWA and URS are finalizing the TMC PFS future directions and focus areas. The information will be incorporated into the solicitation materials.

Agency Commitment for 2004

- Agency commitment and obligation of funds are essentially completed for 2003.
- Commitment for 2004 has been received from a number of agencies. Members are encouraged to provide commitment for 2004 and beyond.
- Tom encouraged members to start obligating funds for 2004.

**3. Project Progress Report**

Managing Travel for Planned Special Events Handbook

- Final handbook and outreach materials are available on the project web page.
- Currently FHWA is reviewing and verifying all products meet the 508A requirements.
- The handbook and outreach materials will be formally released in early February.

Configuration Management for TMS Handbook

- Final handbook and outreach materials are available on the project web page.
- Currently Contractor is preparing a 508A compliant version of the primer to meet the FHWA publication requirements and making minor revisions.
- Final handbook, primer, and outreach materials will be released in early February.
- Jon Obenberger of FHWA noted the outreach products (presentation, brochure, fact sheet, questions & answers, and primer) produced by the CM for TMS and planned special events projects could be used as models for future projects to produce similar products.

#### TMS Maintenance Concept and Plans Handbook

- This project is completed. Final handbook was formally released and is available on the project web page.

#### Coordinated Freeway and Surface Street Operational Plans and Procedures

- Project was delayed to allow additional technical staff to be added to the Contractors team to ensure that the project is completed on a timely basis. Project is now back on track and progress is continuing.
- FHWA is currently reviewing the three draft chapters. Upon approval, the draft chapters will be provided to the project team for review.

#### TMC Business Planning and Plans Handbook

- Project is on schedule. A draft annotated outline was submitted.
- A project team conference call was held on January 8 to review and discuss the outline.
- Based on comments, a revised structure of the outline was submitted on January 23.

#### TMC Concept of Operations and Requirements

- A project team conference call was held on January 20 to review and discuss the draft annotated outline.
- Project team members were concerned about the substantial amount of information to be presented in the document. As a result, the document may include limited information related to requirements.
- Jon noted the annotated outline provided good context but items related to a bigger picture were missing. Particularly, the handbook should address how a concept of operations could fit strategically, programmatically and organizationally within an agency and a region.

#### TMC Operator Requirements and Position Descriptions – Phase 2

- A draft report on assessment of Phase 1 documentation was delivered. The project team is currently reviewing the material.
- The functional requirements document will be delivered in February.

#### Impacts of Dynamically Displaying Messages on CMS

- Project is on schedule. A letter report summarizing key findings of literature review would be submitted in the next few days, and a draft work plan would be delivered in March.
- Tom visited the facility in Texas Transportation Institute (TTI) in October 2003.
- Mark Newland of Indiana DOT noted he volunteered on the project team and would like to make sure he is on the e-mail list.
- Dottie Shoup of Nebraska DOR indicated she has information on CMS applications related to the project and would like to forward the information to Connie Dudek of TTI. Tom would ask Connie to call her.

#### TMC Operations Manual

- The scope of work was completed and in contract process.
- The project would be initiated by the end of March at the latest.

#### TMC Performance Monitoring, Evaluation and Reporting Handbook

- The scope of work was completed. It was anticipated the RFP would go out this week.
- Jon noted that FHWA might have UVA and Brian Smith to perform this project. UVA and Brian have experience in the subject and are currently working with Virginia DOT on a similar project.

#### TMC Staffing Guidance and Tools

- Draft scope of work would be completed in two weeks. The draft SOW would be forwarded to Manny Agah of Arizona DOT for review. Manny will be serving as the project champion.
- FHWA and URS are working on reasonably addressing key issues within current budget. A incremental development of project products may be proposed. This incremental development process would be similar to that of the TMC Operator Requirements and Position Descriptions Projects.

#### TMC Clearinghouse Development and Initiation

- FHWA has provided useful examples to assist URS in development the scope.
- Jon noted the desire to finalize the communication plan prior to proceeding with this project.

#### TMC Workshops Development and Proposal for Delivery

- FHWA's work zone team has a good model for developing, preparing and conducting workshops. URS is currently coordinating with the work zone team in developing the SOW.
- Draft SOW is anticipated in early February, and final draft is expected in Mid/late February for review.
- Contractor selection is expected in March.

### **4. Future Directions and Focus Areas**

- Robert noted the purpose of the future focus areas is twofold: to improve communication externally and to provide enhanced focus internally for selection of future TMC PFS projects.
- Jeff Benson of URS reviewed the future directions and focus areas. Jeff noted three main areas where URS would like the group to comment on:
  - Wording of the titles of the five project categories
  - Descriptions of categories and suggested improvement
  - Potential project ideas for each of the five categories
- Project Category #1: Improving Management and Operations of TMCs
- Project Category #2: Evolution and Development of TMCs
  - Dottie Shoup of Nebraska DOR noted projects such as the CM at a regional, multi-system level are valuable of pursuing.
  - John Corbin noted the second category should focus on the development of TMC facilities and infrastructure, where the first category would focus on managing and operating of TMCs. The first category may focus more on business planning and day-to-day operations of TMCs.

- Jeff and Jon indicated it is appropriate to move the CM project idea to the third category.
- Project Category #3: TMC and Traffic Management Systems
  - Jon indicated the description for the category needs to be further clarified. The first two sentences should clearly indicate what will be covered in the project category.
- Project Category #4: TMC and Traffic Control Devices
  - Jeff Galas of Illinois DOT noted the fourth category should also include studies related to cost-benefit ratios.
  - Jon noted the description should reflect what we desire influencing the practice and what we should do to achieve that. He also suggested that the performance of transportation network would be one of the areas to look at.
  - Tom commented the project category should focus on behavior/reaction of both drivers and TMC operators, including driver behavior in response to TMC operator actions.
  - John suggested projects should have TMC operating agencies and staff as primary audience, not the research community. Products to be produced should fall under the context of the intended audience and as a result, may not focus too much on human factors and behavior.
  - Nick noted traveler information should be part of this category. The title "Traffic Control Devices" may exclude that.
- Project Category #5: Innovative Information Sharing and Facilitation
  - John noted the importance to interface with other national coalitions and PFS activities with similar interests. Such coalitions and activities may include Traffic Incident Management, National Coalition for Traffic Operations, AASHTO, etc.
  - Jon agreed that this category should attempt to facilitate and interact with other national coalitions.

## **5. Process to Develop and Select Projects to Pursue in 2004**

- Jeff Benson reviewed the schedule for development and selection of projects in 2004.
- URS senior technical experts would work with FHWA to develop new project ideas.
- Members were encouraged to submit project ideas by provide a brief problem statement, suggested approach, intended audience, and products to be developed. Project ideas should be forwarded to Ming-Shiun Li of URS. URS would work with members in developing project descriptions.
- Ming reviewed the list of projects carried over from last year's annual meeting. The list included six projects:
  - Transportation Security Synthesis
  - TMC Building and Control Center Design Handbook
  - Link Travel Time Options
  - Information Displays at Freeway Entrances/Interchanges
  - Integrated Control for Improved Operation of Freeways and Surface Streets in Urban Corridor
  - TMC Marketing Toolbox/Handbook
- Jon would forward the following items to Ming for incorporating into new project ideas:
  - Security related items that Vince Pearce has been working on. Vince may have activities underway that may cover TMC/TMS security issues.

- Draft sections of MUTCD related to CMS as well as areas of future research that Connie Dudek has developed/identified.
- Jon indicated the CM for TMS white paper contains a list of potential projects.
- John suggested that the TMC PFS should make the National Coalition for Transportation Operations aware of TMC PFS projects and products. Perhaps the group can undertake project ideas they have.

## 6. Next Meeting

- Next Quarterly Conference Call: April 1<sup>st</sup> at 11 AM EST
  - Key agenda items:
    - Review project status report
    - Finalize future focus areas
    - Finalize communication plan
    - Discuss new project ideas and rankings
- Annual Meeting
  - Location: Minneapolis, MN
  - Dates: week of June 7<sup>th</sup>. Ming would send e-mail and provide two or three options to the group.
  - A half day tour and presentation(s) of the regional TMC facility will be included.

## 7. Other Issues

- Jon announced a national conference on managing travel for planned special events is planned for late 2004. This conference is co-sponsored by the AASHTO, ITE-ITS Council, ITS America TSOP Forum, TRB-Freeway Operations Committee and Traffic Signals Committee, and the Traveler Information 511 Coalition. Contact Jon for more information.

## 8. Adjourn

- The conference call was then adjourned.

## Action Items:

1. URS will contact agencies that have not committed or obligated FY 2003 funds.
2. Ming to add Mark Newland to the Impacts of Dynamically Displaying Messages on CMS project team.
3. Tom to ask Connie Dudek to contact Dottie for CMS information.
4. Jon/URS to complete draft SOW for the TMC Staffing Guidance and Tools and forward it to Manny Agah for review.
5. URS to revise future focus areas for members' review.
6. Members to provide comments on Future Focus Areas to Ming by February 6.
7. Jon to forward information related to transportation security to Ming.
8. Jon to forward draft sections to add to MUTCD and areas of future research on CMS to Ming.
9. URS to send options of annual meeting dates to the group.

**Transportation Management Center Pooled Fund Study  
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Attendees**

<b><u>Name</u></b>	<b><u>Representing</u></b>
Manny Agah	Arizona DOT
Robert Copp	Caltrans
Jon Obenberger	FHWA
Tom Granda	FHWA
Mark Demidovich	Georgia DOT
Marygrace Parker	I-95 Corridor Coalition
Jeff Galas	Illinois DOT
Mark Newland	Indiana DOT
Michael Floberg	Kansas DOT
Nick Thompson	Minnesota DOT
Bob Mabry	Mississippi DOT
Lisa Vieth	Missouri DOT
Dottie Shoup	Nebraska DOR
John Domina	Nevada DOT
John Bassett	New York State DOT
Catherine McGhee	Virginia Transportation Research Council
Vinh Dang	Washington DOT
John Corbin	Wisconsin DOT
Jeff Benson	URS
Ming-Shiun Li	URS